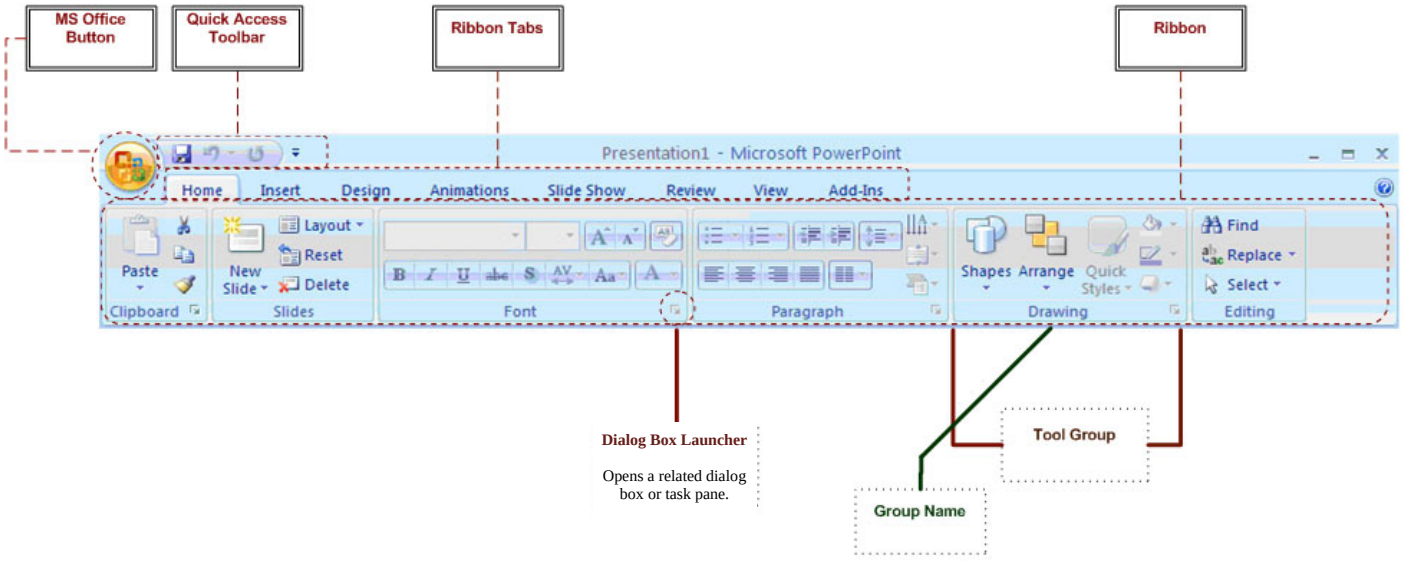
Computer User's Guide

2008

to the Electronic Campus

Microsoft PowerPoint 2007 Basic Guide



Microsoft PowerPoint 2007:

When you open PowerPoint 2007, the appearance is different from PowerPoint 2003. The same tools are all there, but are arranged another way and new features have been added.

Arrangement of PPT 2007 Tools:

The **MS Office Button** contains the main file functions: **New**, **Open**, **Save**, **Save As**, **Print**, **Print Preview**, etc.

The Quick Access Toolbar contains shortcuts to **Save**, **Undo**, and **Repeat**.

Each **Ribbon Tab** displays a Ribbon that provides a set of Tool Groups.

- The Ribbon Tab and the Tool Groups in the Ribbon correspond to the **Menu and Toolbar** in Word 2003.
- The **Name** of each Tool Group is listed at the bottom of the Group.
- **Example**: On the **Home Tab**, the third Tool Group is named **Font**.
- The name **Font** is under the Font Tool Group.

To change the Tool Groups being displayed in the Ribbon, ***click*** on the appropriate **Ribbon Tab**.

- **Example**: The **Home Tab** contains Tool Groups for the most commonly used Tools such as the **Font**, **Clipboard**, **Paragraph**, and **Style** tools in Word.

Some Tool Group boxes have a ***small arrow*** in the bottom right-hand corner. If you click on this arrow, PowerPoint will open a

Saving Your Presentation

Be sure to always save your MS PowerPoint 2007 Presentation periodically to ensure you do not lose all your hard work. To save, please do the following:

1. Click the **MS Office Button.**
2. Click **Save As**…
   - Save to My Documents, the Desktop or a USB Flash drive.

In PowerPoint 2007, you will find tools with similar uses are organized so that they are usually found within the same Tool Group or at least within one Ribbon.

Creating a New Presentation:

1. Click the **MS Office Button**.
   - The MS Office Button is located in the top left corner of the Word 2007 Window.

MS Office Button	

2. Click **New**.
   - The New Presentation window will open.
3. To start a new file from scratch, select **Blank Document** and click **Create**.
   - Templates are available in the left panel for creating a presentation of a specific type such as a photo album or calendar.

Opening an Existing Presentation:

1. Click the **MS Office Button**.
2. Click **Open**.
   - Find your presentation in the Open window.

PowerPoint 2007 will open files created with older versions of PowerPoint (PPT), as well as, PowerPoint 2007 files (PPTX).

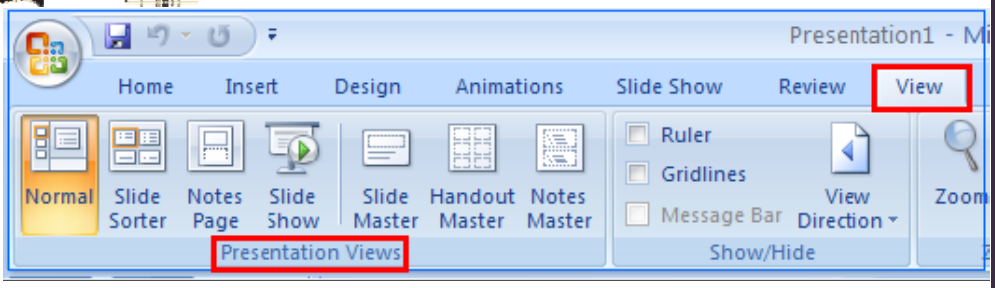
PowerPoint 2007 will automatically convert a document from a compatible version of PowerPoint. The document will open in Compatibility Mode.

However, the above mode will prevent the use of certain tools in Office 2007, which are not compatible with Office 2000 or 2003.

Note: Be careful to save any converted documents in their original format if you want to use the document in an older version of PowerPoint.

Adding a New Slide in PowerPoint 2007

1. Click the **Home Tab**.
2. See the **Slides** Tool Group.
3. Click **New Slide**.
4. Click on **New Slide** button.
   - A new slide will be added in the default layout Title and Content.
5. Click on the ***arrow*** at the bottom corner of the New Slide button.
   - Select a slide layout from the Default Design pallet.
6. Click **Layout** button. You can select and change the slide layout.
7. Click **Delete** button to delete the current slides.



Viewing Slides in PPT 2007:

When a new presentation in PowerPoint is first opened, the main window has three frames:

The right, biggest frame shows the Current Slide.

The left frame has two tabs:

- **Slides** tab displays the slides as thumbnails.
- **Outline** tab displays a written outline of each slide of your presentation.

The bottom frame is for **Notes** to remind you of points for each slide.

The View Tab:

1. Click the **View** Tab.
2. See the **Presentation Views** Tool Group.
3. Click **Normal** View.

A window splits into **Slide**, **Notes** and the left frame where you can choose either **Slides Thumbnails** or **Slides Outline**.

Slide Sorter: Gives thumbnails of all the slides in the presentation and allows for the sorting, moving, adding and deleting of slides at a glance.

Notes Page: Displays a page layout of the notes and the slide, which allows for the rearrangement of notes and the ability to compare notes to the content of your slide.

Slide Show: Plays the presentation.

Changing the Order of Slides:

1. Click **View** Tab.
2. See **Presentation Views** Tool Group.
3. Click **Slide Sorter**.
   - The Slide Sorter allows you to easily change the order of slides.
4. ***Or***, select the **Slides** Tab in the left frame in the **Normal** View to view thumbnails of the slides in your presentation.
5. Click on a ***slide thumbnail*** and ***drag up*** and ***down*** to change the order.

Previewing & Printing Your Presentation

Click the **MS Office Button** and point to the Print list arrow. A list of Print options will appear.

Select **Print Preview** and the presentation will open in Print Preview and the Ribbon will change to display only the Print Preview tab.

When finished previewing the presentation, click the **Close Print Preview** button in the Preview group on the Print Preview tab.

Print Preview will close and the presentation will appear.

There are two ways to print in PowerPoint 2007:

Standard Print will open the Print dialog box and will allow selection of a printer, number of copies to print and other options. **Quick Print** will send the presentation directly to the default printer without making any changes.

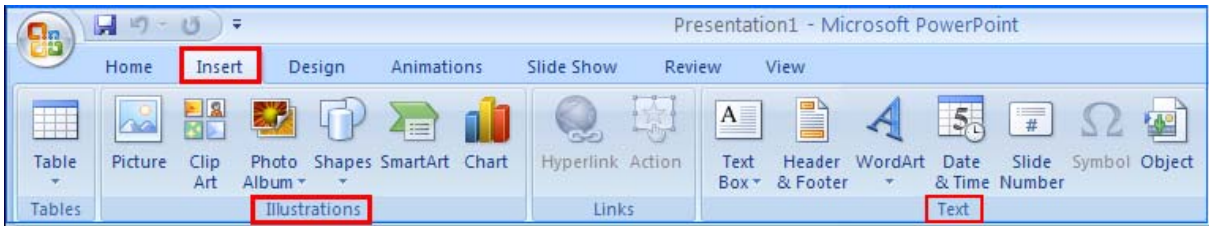
Standard Print:

1. Click the **MS Office Button** and select Print.
2. Specify the print options for the presentation in the Print Dialog Box and click **OK**.

- The Presentation will be sent to the printer.

Quick Print:

1. Click the **MS Office Button** and point to the Print list arrow.
2. Select **Quick Print** from the list and the presentation will be sent to the printer.

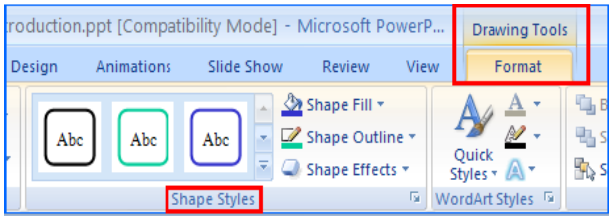


Adding Text with Text Boxes:

1. Click the **Insert** Tab.
2. See **Text** Tool Group.
3. Click on **Text Box** button.
   - In PowerPoint, all text is contained in text boxes.
4. Click ***anywhere*** in the slide.
5. *Drag* circle corner points or square side points of the text box to change its size.
6. Click ***within*** the box to type text.

Format a Text Box:

1. Select the text box.
   - Drawing Tools tabs will appear in the list of tabs.
2. Click on the **Format** Tab.
3. ***Format*** the selected text box in Shape Styles:
   - Shape Fill: Changes the fill color.
   - Shape Outline: Changes the color, width, line style of outline.
   - Shape Effects: Applies visual effects (shadow, bevel, etc.) to the text box.



4. Select and highlight the ***text*** in the Text box.
5. Click on the **Home** Tab.
6. In the Font Group and Paragraph Group, you can format the Font, Size, Color and Style of the selected text.

Adding WordArt:

1. Click the **Insert** Tab.
2. See **Text** Tool Group.
3. Click on the **WordArt** button and select the desired style of WordArt.

WordArt button	

Adding an Image from a File:

1. Click the **Insert** Tab.
2. See the **Illustrations** Tool Group.
3. Click **Picture**.
   - Find an image file to insert in the browser window.

Adding an Image from ClipArt:

1. Click **Insert** Tab.
2. See the **Illustrations** Tool Group.
3. Click **Clip Art**.
4. Search for ClipArt and other media in the right-hand search panel.
5. Check in the Everywhere box under **Search** in for more extensive results.

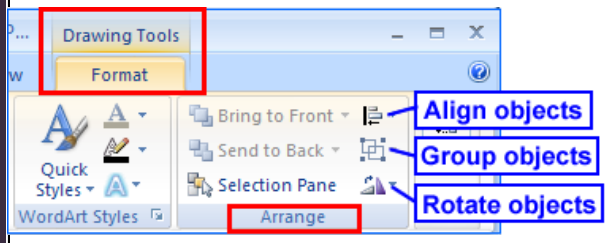
Adding a Shape:

1. Click the **Insert** Tab.
2. See the **Illustrations** Tool Group.
3. Click **Shapes**.
4. Click on the **Shapes** button to see the list of available shapes.
5. Select the ***shape***.
   - Click anywhere in the slide to insert the selected shape.

Shapes button	

Group, Align or Rotate Shapes:

1. Hold the shift key, click on the objects you want to group.
   - Drawing Tools tabs will appear in the list of tabs.
2. See the **Format** Tab.
   - To group the objects, click on **Group** button in the Arrange Tool Group.
   - To align the objects, click on **Align** button in the Arrange Tool Group.
   - To rotate the objects, click on **Rotate** button in the Arrange Tool Group.



Shapes in a group may still be moved and edited individually and will continue to correspond to their group after being changed.

Flipping an Object:

Flipping an object creates a mirror image of the object. PowerPoint 2007 will allow an object to be flipped horizontally or vertically. To flip an object, please do the following:

1. ***Double-click*** the object to be flipped.
   - The Format contextual tab will appear on the Ribbon.
2. Click the **Rotate** button in the Arrange Tools Group.
3. Select **Flip Vertical** or **Flip Horizontal** from the menu.
   - The object is flipped accordingly.

Other ways to **Flip** an object:

1. Click the **Home** Tab on the Ribbon.
2. Click the **Arrange** button in the Drawing Tool Group.
3. Point to **Rotat**e and select an option from the menu.

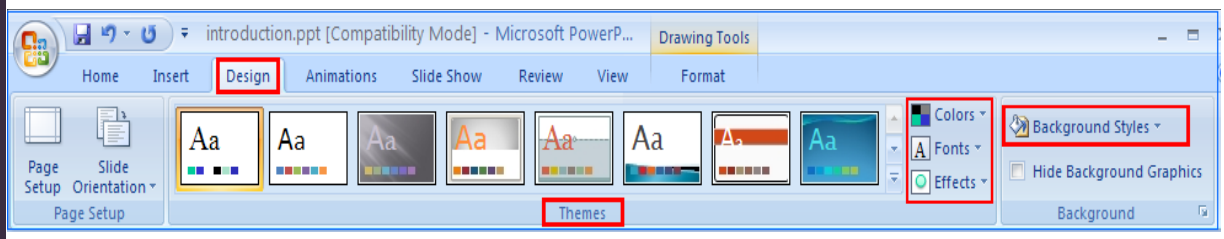
Rotating an Object:

1. Select the object that you want to rotate.
   - A green rotation handle will appear.
2. ***Click*** and ***drag*** the object's rotation handle.
   - PowerPoint will then rotate the selected object.

Inserting a Table:

On the **Slides** Tab in the Outline pane, select the ***slide*** to add a table to. Then do the following:

1. Click the **Insert** Tab on the Ribbon.
2. Click the **Table** button in the Tables Tool Group.
   - The table grid will appear.
3. ***Move*** the ***pointer*** around in the grid until the desired number of rows and columns are selected.
4. Click the ***mouse*** button.
   - The table is inserted onto the slide and the Design and Layout contextual Tabs appear on the Ribbon under **Table Tools**.



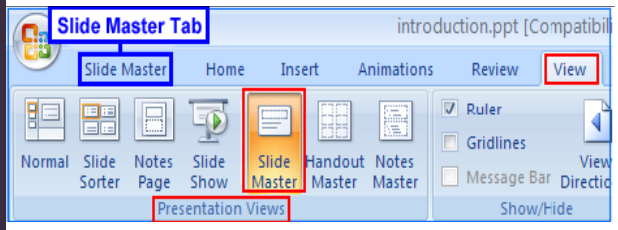
Changing the Background of a Slide Design:

1. Click **Design** Tab.
2. See the **Background** Tools Group.
3. Click **Background Styles**.
4. Click on the **Format Background** button at the bottom.
   - Format Background window will appear.
   - The color, solid or gradient, transparency or choose picture/texture fill can be set.
5. Click on **Close** button to apply changes ***only*** to the ***current*** slide.
6. Click on **Apply to All** to apply changes to ***all*** the slides.

Changing the Theme:

1. Click **Design** Tab.
2. See the **Themes** Tool Group.
   - Move the cursor over the theme buttons to preview different themes on your current slide.
3. Click on any ***theme button*** to choose the theme, which will be applied to all the slides in the presentation.
   - Clicking Colors will change the color scheme of the current theme.
   - Clicking Fonts will change the font of the current theme.
   - Clicking Effects will change the effects of the current theme.

Formatting the Presentation in the Slide Master:



The **Slide Master** acts as a template for your entire presentation. Altering anything on the Slide Master will change it for all the slides in your presentation.

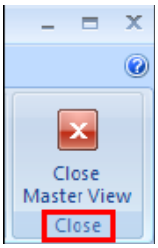
Opening the Slide Master:

1. Click the **View** Tab.
2. See the **Presentation Views** Tools Group.
3. Click **Slide Master**.
4. The **Slide Master** Tab will appear on the left-hand side of the **Home** Tab.

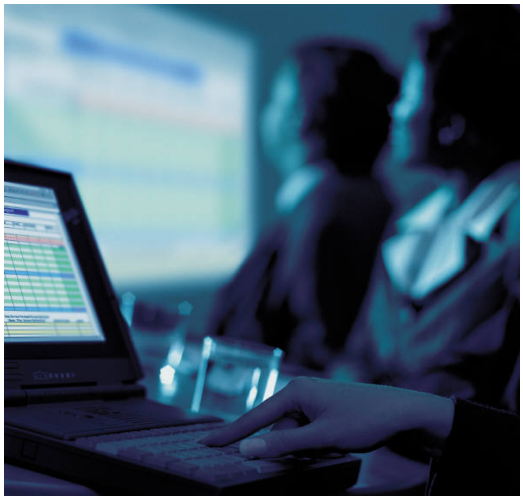
Editing the Slide Master:

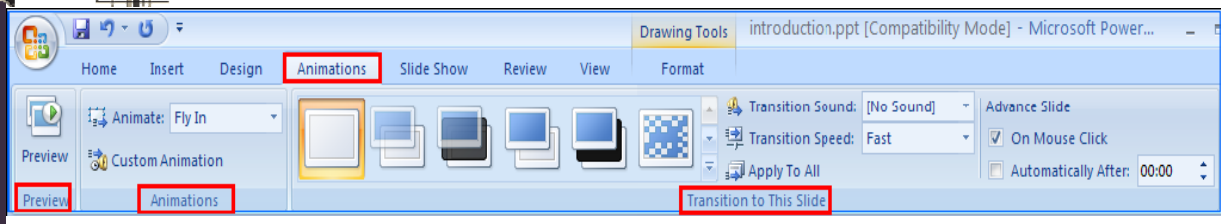
Clicking on the **Slide Master** Tab will provide the user a set of Slide Master ***formatting*** groups:

- Edit Master
- Master Layout
- Edit Theme
- Background
- Page Setup
- Close



Click on **Close** button to go back to **Normal** View.





Creating Custom Animation Effects for Objects:

1. Click **Animation** Tab.
2. See the **Animations** Tool Group.
3. Click **Custom Animation**.
   - The Custom Animation ***panel*** appears on the right-hand side of the current slide.

4. Select the object you wish to apply animation.
5. Click the **Add Effect** button and choose the animation style.
   - Commonly-used effects are found in **Entrance** styles on the menu.
6. Click the **Play** button to ***preview*** the animation.

Modifying Animation Effects and Changing their Order:

Customize animation effects under **Modify** in the Custom Animation panel.

- **Start**: Starts the animation.
- **Direction**: Controls the direction of the animation.
- **Speed**: Sets the speed of the animation.

To change the order of the animated objects, select the ***object*** in the list under Modify. Then ***click*** and ***hold*** on the mouse to move the object up or down in the order of importance.

Adjusting the Speed of an Animation Effect:

Depending on the type of presentation that is being created, certain animation effects may need to be adjusted.

Each effect is assigned a speed by default (Slow, Fast, Very Fast, etc.), but PowerPoint allows this to be changed due to need.

To change the speed of an animation, please do the following:

1. Click the **Animations** Tab on the Ribbon.
2. Click **Custom Animation** button in the **Animations** group.
   - The Custom Animation task pane appears.
3. Select the effect to modify.
4. Click the Speed ***list arrow***, and select a speed from the list.
   - A preview of the selected speed appears.

Preview the Animation Effect:

1. Navigate to the slide containing the transition or
2. animations to be previewed.
3. Click the **Animations** tab on the Ribbon.
4. Click the **Preview** button in the Preview Group.
   - A preview of each effect on the slide appears.

Creating a Slide Transition:

Slide transitions are animation effects that appear between slides. To create a slide transition, please do the following:

1. Click the **Animation** Tabs.
2. See the **Animations** Tool Group.
3. Click **Transition to This Slide**.
   - Move the cursor over the transition buttons to preview the effects.
4. Click on the **Transition Effect** button to apply the slide transition effect.
5. Click on **Transition Sound** button to apply sound effect for transition.
6. Click on **Transition Speed** button to adjust the speed.
7. Click on **Apply to All** to apply the same transition effect to all the slides.

Presenting a Presentation:

There are two types of presentations Manual and Automatic. Manual is typically recommended.

For a **Manual Presentation**, please do the following:

1. Click the **View** Tab.
2. See the **Presentation Views** Tool Group.
3. Click **Slide Show**.
4. To move to the next slide in the presentation do one of the following:
   - Click the ***left*** mouse button.
   - Press the ***Spacebar***.
   - Use the ***arrow keys*** on the keyboard. Up and left go back, right and down go forward.
5. Click on the **Esc** key on keyboard to go back to **Normal** View.

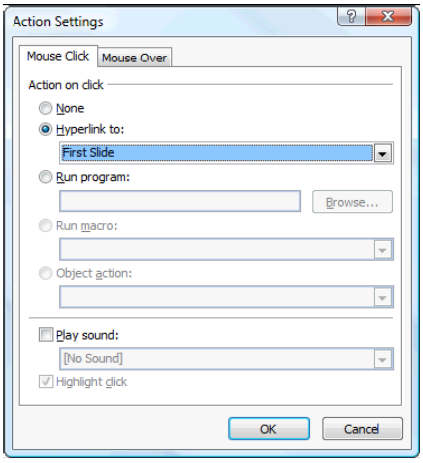
For a **Automatic Presentation**, please do the following:

1. Click the **Animations** Tab.
2. Select **Transition to this Slide**.
3. Click **Advance Slide**.
4. Click on the ***check box*** for Automatically After.
   - Set the time to automatically change to the next slide after a certain duration of time.
   - The feature is useful if there is a time constraint or if a more movie-like style is desired.

Using Action Buttons:

An **Action Button** is an object on a slide that performs an action when clicked or pointed to, such as jumping to another slide or playing a sound. To use an action button, please do the following:

1. Click the **Insert** Tab on the Ribbon and click the
2. **Shapes** button in the Illustrations Group.
3. The Shapes gallery will appear.
4. Select the action button you want to use.
   - The mouse pointer changes to a crosshair, indicating that you can insert the action button.
5. Click on the slide where you want to insert the action **Button**.
6. The action button is inserted and the Action Settings Dialog Box appears.
   - Types of actions can be specified in this environment, and whether or not an action will begin when the button is clicked, or simply when the cursor points to it.
7. Specify options in the Action Settings Dialog Box and then click **OK** when you're finished.



Creating a Hyperlink to a Web Page:

1. In **Normal** View, select the ***text*** or the ***object*** that you want to use as a hyperlink.
2. On the **Insert** Tab, in the **Links** Group, click **Hyperlink**.
3. Under Link to, click **Existing File** or **Web Page**
4. Click **Browse the Web**.
5. Locate and select the ***page*** or ***file*** that you want to link to.
6. Click **OK**.